Key Stage Three
User Manual 2012

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Please note that you will have to have at least version 7.144 to carry out this return. To check this you need to complete the following steps **Help** / **About SIMS.net**. If you do not have this version your SIMS will need to be upgraded.

1. User Defined Groups

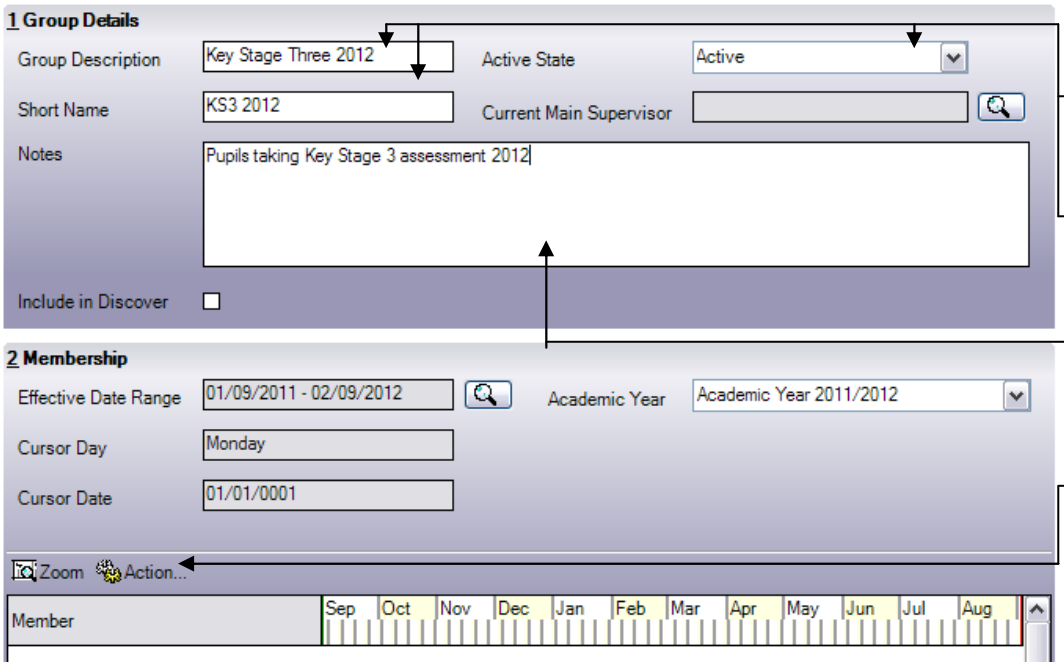
Before importing the KS3 wizard, you need to consider whether you need to set up a User Defined Group. A User Defined Group is used when

You have pupils who are not of 'normal' Year 9 age taking the Key Stage Three assessments.
OR
If you have pupils who have left your school that have had a final teacher assessment level assigned to them

If neither of these points applies to your school, skip to Section 2 – Downloading the Key Stage Three Wizard. Otherwise, please follow the guidelines below.

Go to **Focus** / **Groups** / **User Defined Groups** and the following screen should appear

Click on the **New** button and the screen below should appear



Add a relevant **Group Description** & **Short Name**.

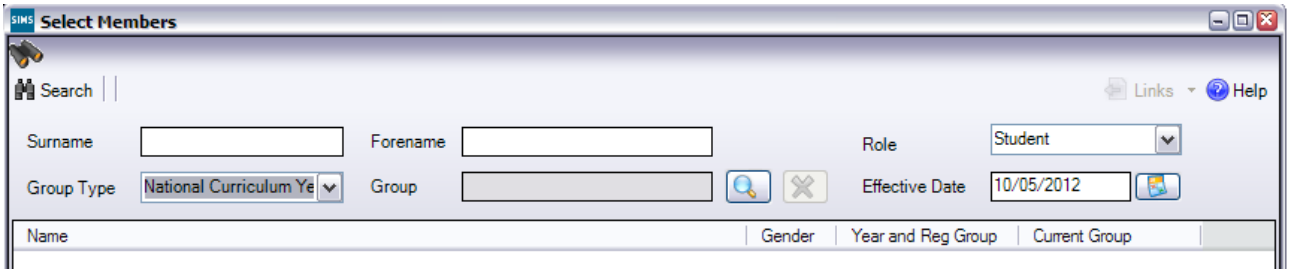
Make sure the Active State Is **Active**.

If you wish, add a brief note.

Then click on the **Action** button and click **Add Member**.

The screen on the following page will then show the select members screen

Change the **Group Type** to **National Curriculum Year Group** and then click **Search**. The page should then refresh.

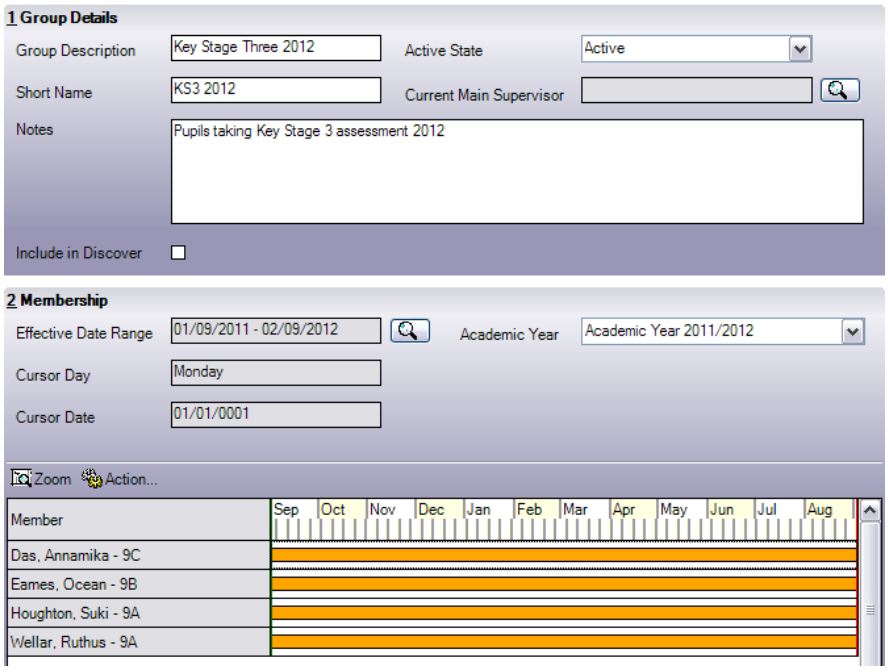


To ensure that each year group are shown together click on the **Current Group Header**, this will then sort the year groups into order.

To select all the relevant KS3 pupils click on the first pupil, hold Shift key and select the last pupil. To select individual pupils click on the first pupil, hold CTRL key and click pupils there after.

From this screen you can also select the pupils who need to be reported but aren't in Year 9. Once all pupils are selected click on the OK button.

The membership screen should now be populated with the pupils selected in the previous step. As shown below



Click on the **Save** button near the top of the screen and close.

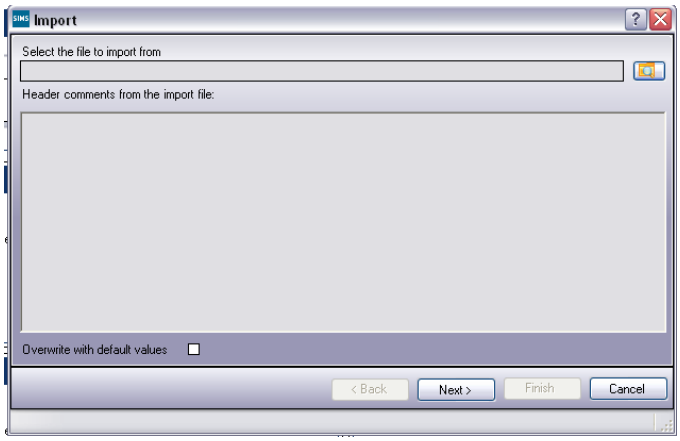
2. Downloading the Key Stage Three Wizard

All Key Stage Wizards will be imported on to your system when you install the 7.144 release.

If you have any problems with the AMPA files please contact EIS Helpdesk on 01622 672779 (if you have a current support contract)

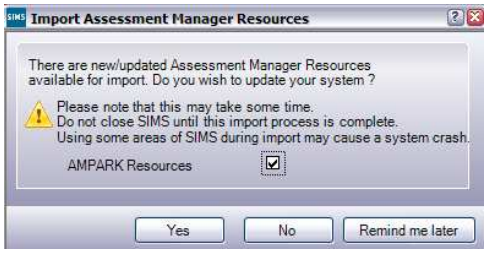
3. Importing the Key Stage Three Wizard into Assessment Manager

Go to **Routines / Data in / Assessment / Import** and the following screen should appear

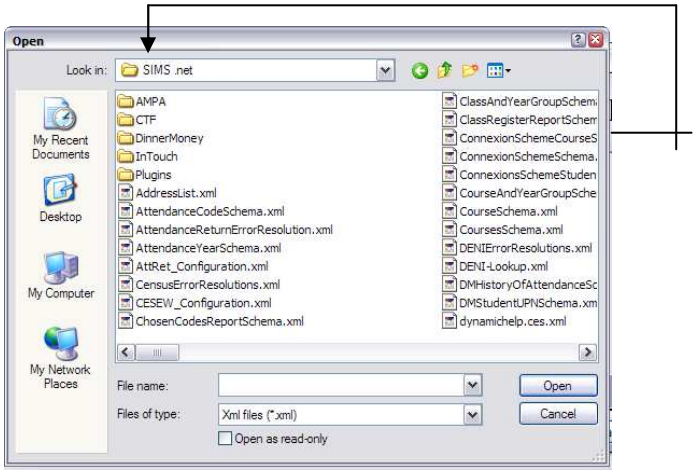


Please Note

If the screen below appears select how you see fit. **If you have any problems contact EIS on 01622 672779 or by emailing** eis.support@kent.gov.uk


Import Assessment Manager Resources
There are new/updated Assessment Manager Resources available for import. Do you wish to update your system ?
Please note that this may take some time.
Do not close SIMS until this import process is complete.
Using some areas of SIMS during import may cause a system crash.
AMPARK Resources
Yes
No
Remind me later

Select the magnifying glass and the following screen should appear

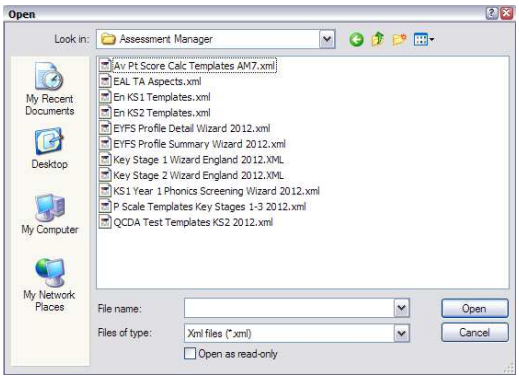


The system should default to SIMS.net.

If this does not happen you will have to navigate to it by clicking on the drop down arrow.

Within the screen shown above you should see an AMPA folder. Double click on this and then open the following folders **England Secondary (and Middle Deemed Secondary)** and then **Assessment Manager**.

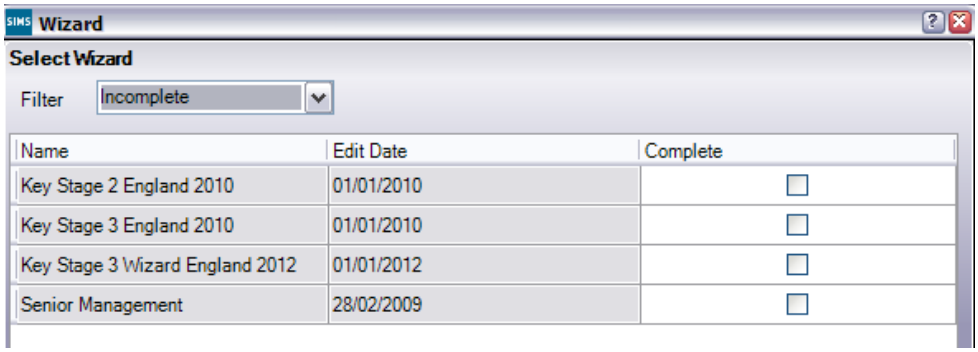
The following screen should be displayed with the wizards included. Click on **Key Stage 3 Wizard England 2012** and then open.



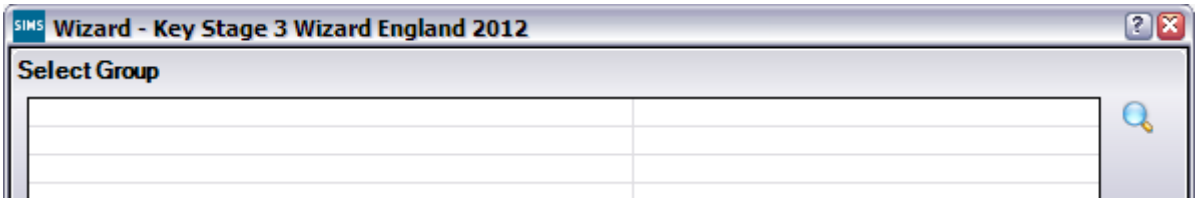
The import screen will now be shown. Please make sure that the **Overwrite with default values box** is ticked and the select **Finish** followed by **Yes** to start the import process and finishing by selecting **Close**.

4. Running the Key Stage Three Wizard

Click on **Tools** / **Performance** / **Assessment** / **Wizard Manager** and the following screen will appear.



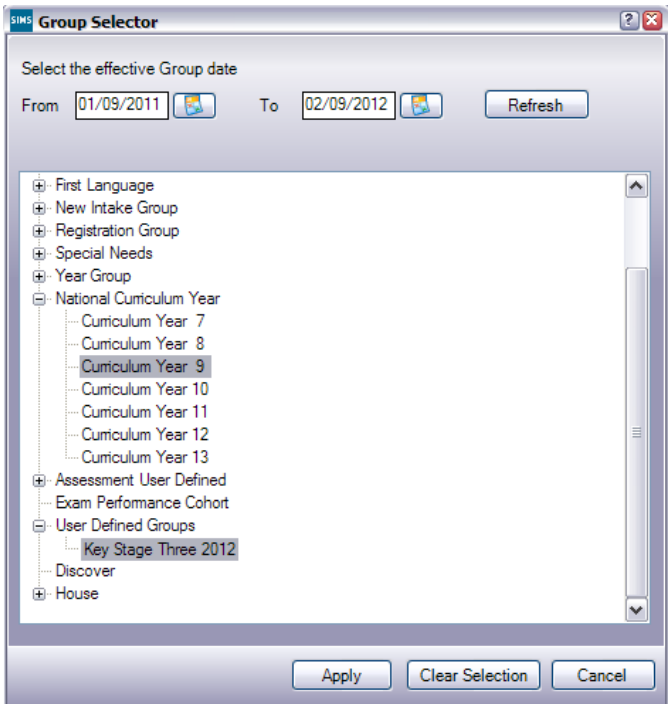
A list of **all** the Wizards on your system will be displayed. Make sure the filter says **Incomplete**. Click on the **Key Stage 3 Wizard England 2012** and click on the **Next** button.



A group of pupils will now need to be selected. To do this click on the magnifying glass. If you followed Section 1 - User Defined Groups click on the + symbol next to **User Defined Groups** and select the relevant name e.g. **Key Stage Three 2012** and then **apply** then **next**.

OR

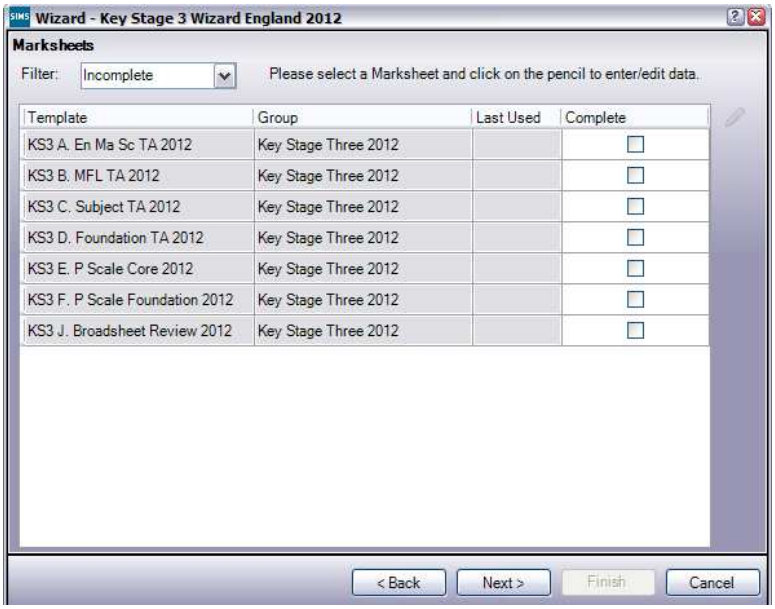
If you did not create a User Defined Group select the + symbol next to **National Curriculum Year Group** and select **Curriculum Year 9** then **apply** then **next**.



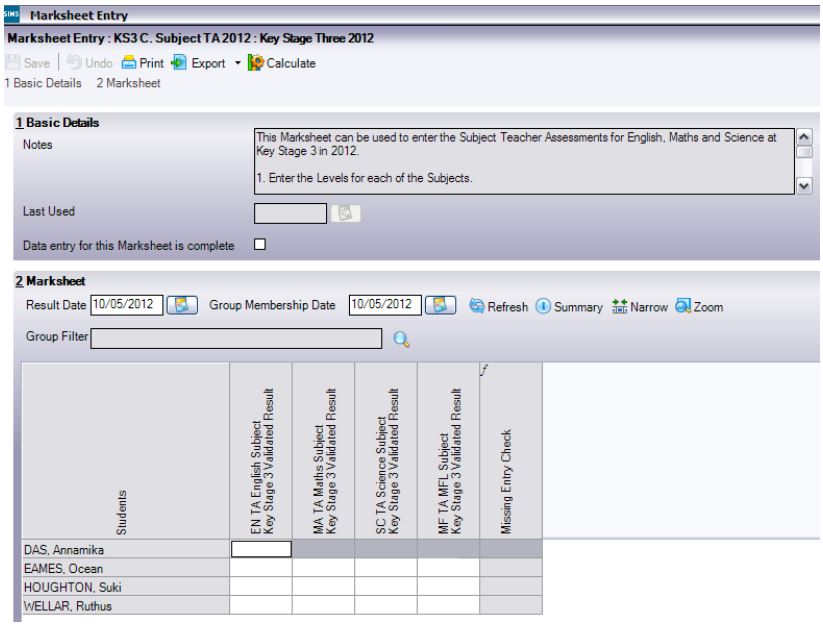
5. Entering the Results on the Marksheet

There are four statutory marksheets that need to be completed by your school

KS3 C. Subject TA 2012
KS3 D. Foundation TA 2012
KS3 E. P Scale Core 2012
KS3 F. P Scale Foundation 2012

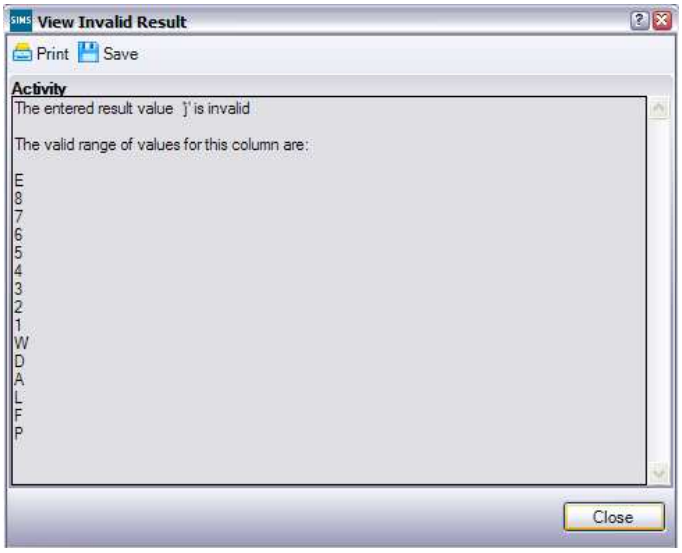

Wizard - Key Stage 3 Wizard England 2012
Marksheets
Filter: Incomplete
Please select a Marksheet and click on the pencil to enter/edit data.
Template
Group
Last Used
Complete
KS3 A. En Ma Sc TA 2012
Key Stage Three 2012
KS3 B. MFL TA 2012
Key Stage Three 2012
KS3 C. Subject TA 2012
Key Stage Three 2012
KS3 D. Foundation TA 2012
Key Stage Three 2012
KS3 E. P Scale Core 2012
Key Stage Three 2012
KS3 F. P Scale Foundation 2012
Key Stage Three 2012
KS3 J. Broadsheet Review 2012
Key Stage Three 2012
< Back
Next >
Finish
Cancel

To select the first marksheet click on **KS3 C. Subject TA 2012** and select the green pencil. This will open the marksheet ready of data input.


Marksheet Entry
Marksheet Entry : KS3 C. Subject TA 2012 : Key Stage Three 2012
Save
Undo
Print
Export
Calculate
1 Basic Details
2 Marksheet
1 Basic Details
Notes
This Marksheet can be used to enter the Subject Teacher Assessments for English, Maths and Science at Key Stage 3 in 2012.
1. Enter the Levels for each of the Subjects.
Last Used
Data entry for this Marksheet is complete
2 Marksheet
Result Date 10/05/2012
Group Membership Date 10/05/2012
Refresh
Summary
Narrow
Zoom
Group Filter
Students
EN TA English Subject Key Stage 3 Validated Result
MA TA Maths Subject Key Stage 3 Validated Result
SC TA Science Subject Key Stage 3 Validated Result
MF TA MFL Subject Key Stage 3 Validated Result
Missing Entry Check
DAS, Annamika
EAMES, Ocean
HOUGHTON, Suki
WELLAR, Ruthus

Results will need to put input for all columns without symbol in top left corner – these will fill in automatically when the Calculate button is selected.

Please note
If you have a pupil with SEN at level W, you must enter W on this marksheet as well as entering the P Scale level on the P Scale marksheet.
If an incorrect value is entered into a column the message below will appear. This will then supply you with a valid value to aid you in correcting this error.



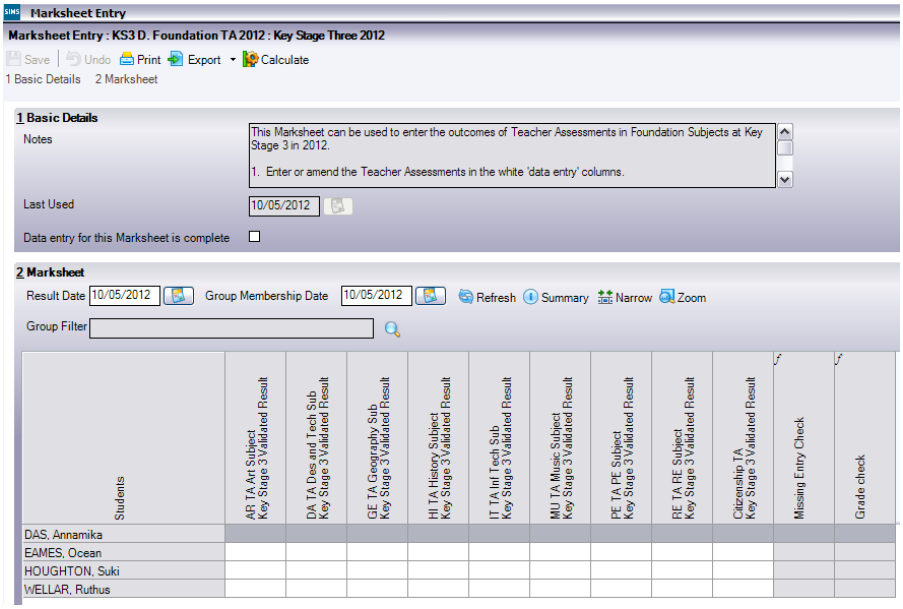
Once all results have been input please click on the **Calculate** button which can be found at the top of the screen. You now need to check whether you have any missing results. To do this, right click on the Missing Entry Check column heading and select **Order Rows** / **Descending**.

Once all missing marks have been corrected click on the **Calculate** / **Save** / **Close** which will take you back to the wizard view.

After you have entered the Subject TA data you can then enter assessment levels into the **Foundation TA** marksheet. Select the **KS3 D. Foundation TA 2012** marksheet and click on the green pencil button.

The only statutory requirement is to return English, Maths & Science TA levels to the LA/DfE. However, if you enter the foundation subject levels, the report available at the end of the process will contain all the data you need to report to parents.

The screen below should now appear


Marksheet Entry
Marksheet Entry : KS3 D. Foundation TA 2012 : Key Stage Three 2012
Save
Undo
Print
Export
Calculate
1 Basic Details
2 Marksheet
1 Basic Details
Notes
This Marksheet can be used to enter the outcomes of Teacher Assessments in Foundation Subjects at Key Stage 3 in 2012.
1. Enter or amend the Teacher Assessments in the white 'data entry' columns.
Last Used
10/05/2012
Data entry for this Marksheet is complete
2 Marksheet
Result Date 10/05/2012
Group Membership Date 10/05/2012
Refresh
Summary
Narrow
Zoom
Group Filter
Students
AR TA Art Subject Key Stage 3 Validated Result
DA TA Des and Tech Sub Key Stage 3 Validated Result
GE TA Geography Sub Key Stage 3 Validated Result
HI TA History Subject Key Stage 3 Validated Result
IT TA Inf Tech Sub Key Stage 3 Validated Result
MU TA Music Subject Key Stage 3 Validated Result
PE TA PE Subject Key Stage 3 Validated Result
RE TA RE Subject Key Stage 3 Validated Result
Citizenship TA Key Stage 3 Validated Result
Missing Entry Check
Grade check
DAS, Annamika
EAMES, Ocean
HOUGHTON, Suki
WELLAR, Ruthus

Once all results have been input please click on the **Calculate** button which can be found at the top of the screen. You now need to check whether you have any missing results. To do this, right click on the Missing Entry Check column heading and select **Order Rows** / **Descending**.

Once all missing marks have been corrected click on the **Calculate** / **Save** / **Close** which will take you back to the wizard view.

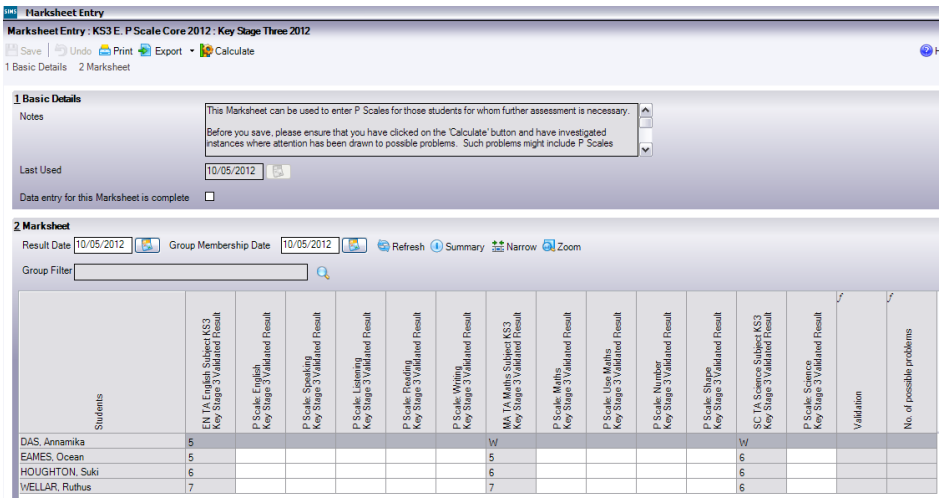
6. P Scales Data Entry

At this point you need to consider whether P Scales have to be entered into the relevant marksheet. All SEN pupils that you have entered as a level W in the main teacher assessment marksheet need a P Scale submitted as well.

Please note
P Scales for pupils with SEN at Level W is statutory

There are two P Scales marksheets - **KS3 E. P Scale Core 2012** and **KS3 F. P Scale Foundation 2012**

Click on the **KS3 E. P Scale Core 2012** marksheet and then click on the green pencil button.


Marksheet Entry
Marksheet Entry : KS3 E. P Scale Core 2012 : Key Stage Three 2012
Save
Undo
Print
Export
Calculate
1 Basic Details
2 Marksheet
1 Basic Details
Notes
This Marksheet can be used to enter P Scales for those students for whom further assessment is necessary.
Before you save, please ensure that you have clicked on the 'Calculate' button and have investigated instances where attention has been drawn to possible problems. Such problems might include P Scales
Last Used
10/05/2012
Data entry for this Marksheet is complete
2 Marksheet
Result Date 10/05/2012
Group Membership Date 10/05/2012
Refresh
Summary
Narrow
Zoom
Group Filter
Students
EN TA English Subject KS3 Key Stage 3 Validated Result
P Scale: English Key Stage 3 Validated Result
P Scale: Speaking Key Stage 3 Validated Result
P Scale: Listening Key Stage 3 Validated Result
P Scale: Reading Key Stage 3 Validated Result
P Scale: Writing Key Stage 3 Validated Result
MA TA Maths Subject KS3 Key Stage 3 Validated Result
P Scale: Maths Key Stage 3 Validated Result
P Scale: Use Maths Key Stage 3 Validated Result
P Scale: Number Key Stage 3 Validated Result
P Scale: Shape Key Stage 3 Validated Result
SC TA Science Subject KS3 Key Stage 3 Validated Result
P Scale: Science Key Stage 3 Validated Result
Validation
No. of possible problems
DAS, Annamika 5 W W
EAMES, Ocean 5 5 6
HOUGHTON, Suki 6 6 6
WELLAR, Ruthus 7 7 6

You can now enter P Scales for the pupils who are working at Level W and who have also been identified as having SEN. You do not need to enter values for any other pupils.

The valid P Scales for each subject are

P Scale Subject	Valid Entries											
English	P1i	P1ii	P2i	P2ii	P3i	P3ii	EAL					
Reading	P4	P5	P6	P7	P8	EAL						
Writing	P4	P5	P6	P7	P8	EAL						
Speaking	P4	P5	P6	P7	P8	EAL						
Listening	P4	P5	P6	P7	P8	EAL						
Mathematics	P1i	P1ii	P2i	P2ii	P3i	P3ii	EAL					
Number	P4	P5	P6	P7	P8	EAL						
Using and Applying Maths	P4	P5	P6	P7	P8	EAL						
Shape Space and Measures	P4	P5	P6	P7	P8	EAL						
Science & Foundation Subjects	P1i	P1ii	P2i	P2ii	P3i	P3ii	P4	P5	P6	P7	P8	EAL

- If a pupil is at Level P1i to P3ii OVERALL in English, then reading, writing, speaking and listening levels are not appropriate. Just enter P1i to P3ii in the P Scale: English column.
- If a pupil is at Level P4-P8 OVERALL in English, then you need to enter levels for reading, writing, speaking and listening (where appropriate, the pupil may not be W in all of these subject strands), but not an overall English level.
- The position is the same for the Maths subjects.
- If a child is recorded as “W” for reasons other than SEN (e.g. being unable to speak English), the P Scale code “EAL” (available in the drop down menu) will need to be entered in the relevant subjects.

The same process will need to be completed for **KS3 F. P Scale Foundation 2012** if you have SEN pupils at Level W.

7. Returning your Key Stage Three Results

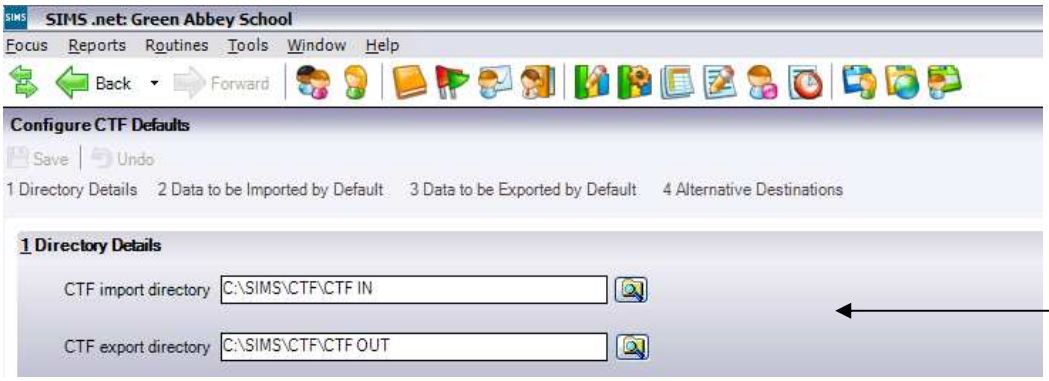
The final step is to create an XML file (CTF) that will contain all of your Key Stage Three Results.

The XML file needs to be uploaded to the NCA Tools website https://ncatools.education.gov.uk/.

Please Note:
There is an extra screen to the wizard that creates an export file to return to either the LA or NAA. Please do not go through this process.

8. Creating an XML (CTF) in SIMS.net

From the SIMS.net main page; go to **Tools / Setups / CTF**. The following CTF defaults page will appear:


SIMS .net: Green Abbey School
Focus Reports Routines Tools Window Help
Back Forward
Configure CTF Defaults
Save Undo
1 Directory Details 2 Data to be Imported by Default 3 Data to be Exported by Default 4 Alternative Destinations
1 Directory Details
CTF import directory C:\SIMS\CTF\CTF IN
CTF export directory C:\SIMS\CTF\CTF OUT

Make a note of these two file paths; you will need to know what they are later on in the process.

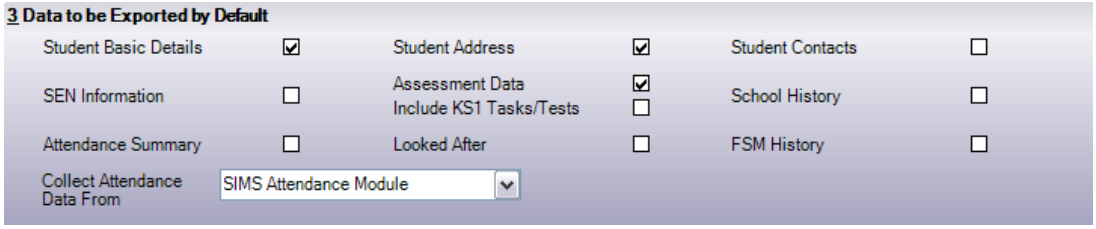
CTF Import Directory: _____

CTF Export Directory: _____

If the boxes are blank you will need to set up the directories. Click on the magnifying glass next to each box and navigate to where the SIMS.net directory is.

It will probably follow the path: Program Files\SIMS\SIMS.net\CTFIN

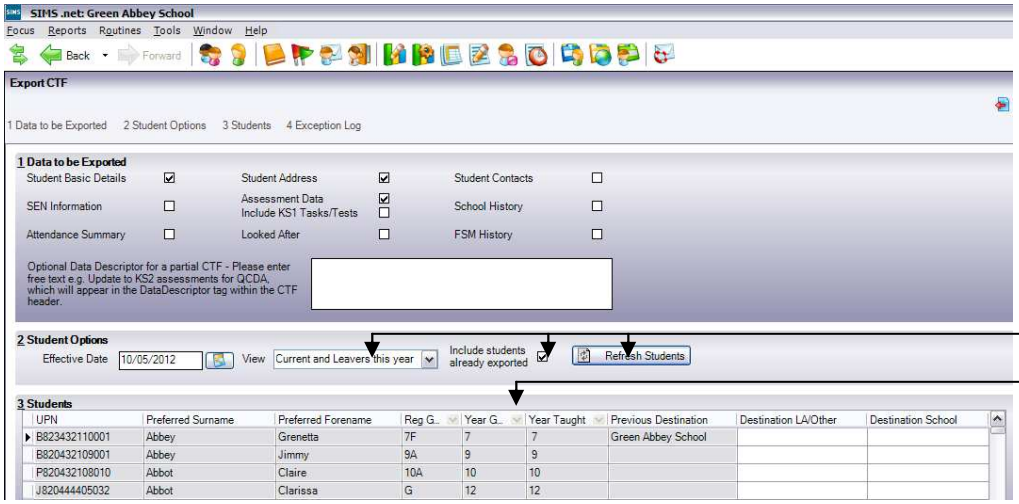
The third section on the page is entitled **Data to be Exported by Default**.



Make sure the following options are ticked.

Once the data on this screen is correct, select the Save button. The CTF now needs to be created.

Go to **Routines / Data Out / CTF / Export CTF**. The following screen will appear.

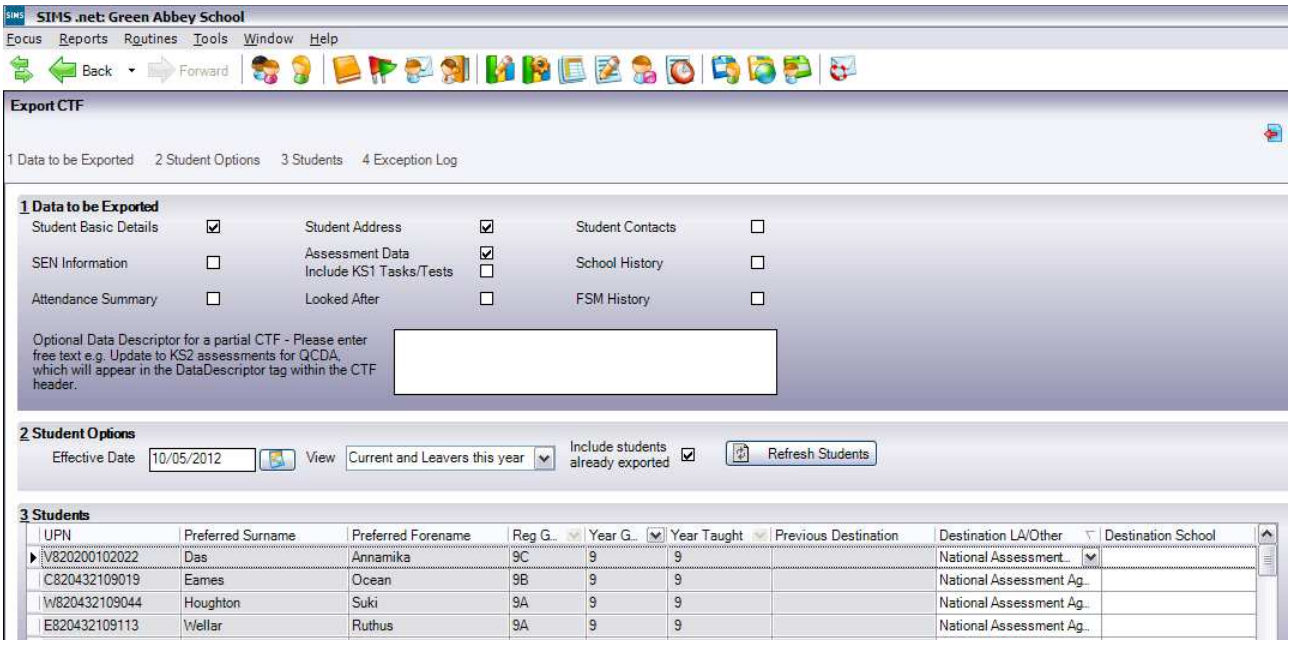

SIMS .net: Green Abbey School
Focus Reports Routines Tools Window Help
Back Forward
Export CTF
1 Data to be Exported 2 Student Options 3 Students 4 Exception Log
1 Data to be Exported
Student Basic Details
Student Address
Student Contacts
SEN Information
Assessment Data
Include KS1 Tasks/Tests
School History
Attendance Summary
Looked After
FSM History
Optional Data Descriptor for a partial CTF - Please enter free text e.g. Update to KS2 assessments for QCDA, which will appear in the DataDescriptor tag within the CTF header.
2 Student Options
Effective Date 10/05/2012
View Current and Leavers this year
Include students already exported
Refresh Students
3 Students
UPN Preferred Surname Preferred Forename Reg G.. Year G.. Year Taught Previous Destination Destination LA/Other Destination School
B823432110001 Abbey Grenetta 7F 7 7 Green Abbey School
B820432109001 Abbey Jimmy 9A 9 9
P820432108010 Abbot Claire 10A 10 10
J820444405032 Abbot Clarissa G 12 12

Make sure the view is set for **Current and Leavers this year**.

Ensure that **the Include Students already exported** box is **ticked** and click the **Refresh Students** button.

Now click on the **Year Group** arrow and select **Year 9**

Your Year 9 pupils will now be filtered as shown below.


SIMS .net: Green Abbey School
Focus Reports Routines Tools Window Help
Back Forward
Export CTF
1 Data to be Exported 2 Student Options 3 Students 4 Exception Log
1 Data to be Exported
Student Basic Details
Student Address
Student Contacts
SEN Information
Assessment Data
Include KS1 Tasks/Tests
School History
Attendance Summary
Looked After
FSM History
Optional Data Descriptor for a partial CTF - Please enter free text e.g. Update to KS2 assessments for QCDA, which will appear in the DataDescriptor tag within the CTF header.
2 Student Options
Effective Date 10/05/2012
View Current and Leavers this year
Include students already exported
Refresh Students
3 Students
UPN Preferred Surname Preferred Forename Reg G.. Year G.. Year Taught Previous Destination Destination LA/Other Destination School
V820200102022 Das Annamika 9C 9 9 National Assessment..
C820432109019 Eames Ocean 9B 9 9 National Assessment Ag..
W820432109044 Houghton Suki 9A 9 9 National Assessment Ag..
E820432109113 Wellar Ruthus 9A 9 9 National Assessment Ag..

- Left-click once in the **Destination LA** / **Other** box for the first pupil.
- Right-click in the same box and choose Select All. The grid will now be outlined in blue.
- Click on the down arrow in the **Destination LA** / **Other** box for the first pupil
- Scroll down the list of LA's until you find **National Assessment Agency (NAA),** the list should be in alphabetical order.
- Click on **NAA** and all pupils will now have this destination. The Destination School column does not need to be completed.
-

Check that all pupils have been given **NAA** as a destination. Whilst testing the software it has been found that pupils at the bottom of the screen have been assigned a different destination or no destination at all.

To do this, left-click once on the **Destination LA / Other** heading. This will sort the column into Ascending order (an up arrow will appear next to the header). Any pupils who have not been assigned to an LA will now be at the top.

Click on the down arrow for each blank pupil and select **NAA** manually.

Now, left-click once, again on the **Destination LA** / **Other** heading. This will now sort the column into Descending order (a down arrow will now be displayed next to the header). Any pupils who have been assigned to an incorrect LA will now be at the top.

Again, click on the down arrow for each incorrect pupil and select **NAA** manually.

When you are sure that all the relevant pupils have **NAA** as the **Destination LA** / **Other**, if you had no errors, you can continue.

When the export is complete there will be a message may appear about an Address Tidy and Merge. Click on the Yes button to proceed.

This will export the CTF to your chosen file location and may take a few seconds. Once the file has been created the following screen will appear. Please make a note of the file name as you will need this later and then click on **OK**.

CTF _____

The Exceptions Log will now appear. Please check that within this screen the **Number of students in file** matches the **Number of students processed** and that it is what you expect. **Number of students not exported** should be **zero**.

All errors relating to UPNs or KS3 teacher assessment must be corrected within your MIS and a new file created. If there are any errors relating to EYFS they can be ignored and you can process to the next step.

If you experience any problems or would like further advice please call Management Information on 01634 331047, 331048 or 331068.

For support using NCA tools, contact the National Curriculum assessments helpline on 0300 303 3013, email assessments@education.gov.uk or typetalk 18001 0370 000 2288.

9. Reports

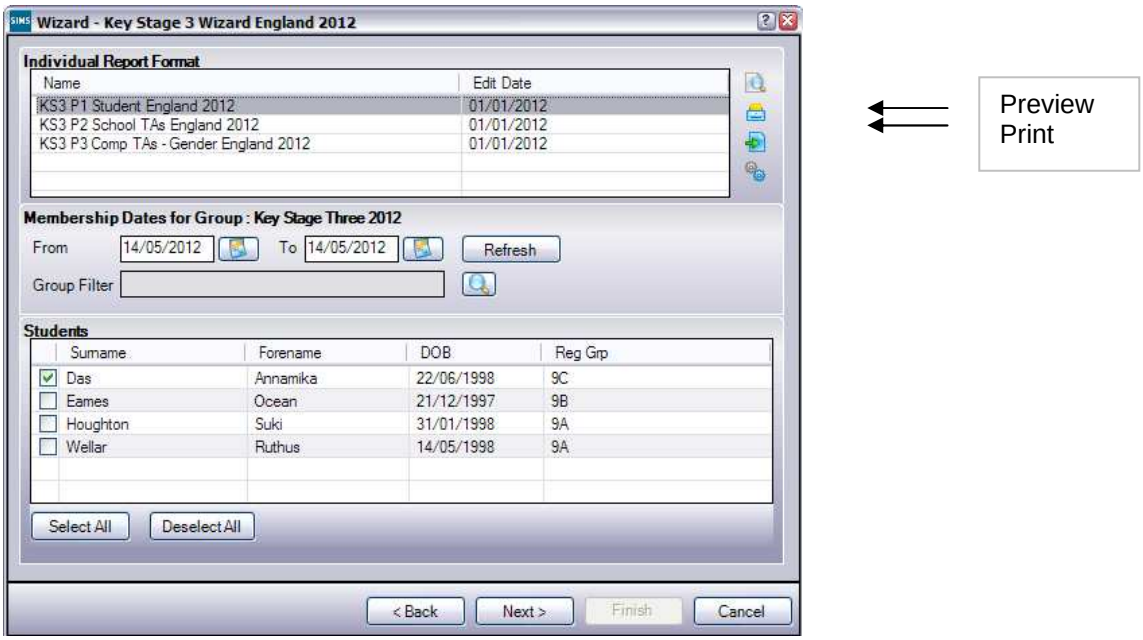
Within the Key Stage Three wizard there is a facility to produce reports and compare them to the previous years National results.

To access the reports click on **Tools** / **Performance** / **Assessment** / **Wizard Manager**.
Click on Key **Stage Three Wizard England 2012** and then next
Check that the correct group has been assigned – **Year 9** or **Key Stage Three 2012** – then select next twice.

The next screen should be "Individual Reports". Within this screen there are three reports

- **KS3 P1 Student England 2012**
- **KS3 P2 School TAs England 2012**
- **KS3 P3 Comp TAs by gender England 2012**

KS3 P1 Student England 2012 – Individual Pupil Reports, KS3 P2 shows school teacher assessments compared to National and KS3 P3 shows the same information but split by gender.



Please select the relevant report and the option that best suits your school by clicking on the icon next to the reports. This may take some time due to the number of students selected in the second panel "Students" (shown above).